

REREGISTRATION OF REAL ESTATE PRELICENSE EDUCATION SCHOOL

Instructions and Application

REREGISTRATION CHECKLIST FOR PRELICENSE EDUCATION SCHOOL. Submit all of the following:

- _____ A completed reregistration application form. Reregistration applications must include updated information regarding any changes which may have occurred in policies (policy statement, student disclosure notice), procedures, personnel, advertising or promotional materials (school brochures, printed, audio, or tele-communication copy, etc.).
- _____ A surety bond or previously approved alternative form of security as required by Hawaii Administrative Rules §16-99-65.
- _____ List of dates and classroom locations of course of study.
- _____ Certificates of clearance from the county building department, fire department and the state department of health for each classroom.
- _____ List of Instructors.
- _____ Copies of all forms for enrollment, registration, contracts, certificates, attendance and evaluation.
- _____ If there is a new principal, a completed Certification of Principal of Private Trade, Vocational or Technical School form and Statement of Ethical Teaching Practices form.
- _____ Current tuberculosis clearance for Principal.
- _____ Fees: (2 checks)

1.	Application (Nonrefundable)	\$50
2.	Reregistration	\$300
	Compliance Resolution Fund (CRF)	\$90 odd numbered year
		\$45 even numbered year

Attach two cashier's checks or money orders for the amounts payable to "Commerce and Consumer Affairs"

REAL ESTATE COMMISSION
State of Hawaii
Professional and Vocational Licensing Division
Department of Commerce and Consumer Affairs
250 South King Street, Suite 702
Honolulu, Hawaii 96813

APPLICATION FOR REAL ESTATE PRELICENSE SCHOOL REREGISTRATION

School's Name:	
Business Address:	
Business Telephone:	
School Principal:	
Principal's Home Address:	Principal's Home Telephone:

1. Salesperson Curriculum _____ Broker Curriculum _____ Both _____
 If you would like to offer both salesperson and broker courses submit written request (\$16-99-57, HAR).

2. Are there changes to the surety bond? Yes No
 If yes, attach copies of updated information. (See attached checklist)

Questions 3 - 5 refer to all of the following: The applicant school (entity); partner; officer or director of a corporation; and principal of the school.

- 3a) Have you ever applied for, been granted, or held a professional/vocational (including real estate) license in Hawaii or any other State? Yes No
 If yes, what state, license type and license number? _____

- b) Has an application for professional/vocational license or a real estate license ever been denied, suspended, fined, involuntarily terminated, revoked or otherwise subject to disciplinary action? Yes No

- c) Has the school registration ever been suspended or revoked? Yes No

- d) Has approval of the school curriculum ever been suspended or revoked? Yes No

- e) Have any complaints or charges ever been filed against you, regardless of outcome, with the licensing agency of any state? Yes No

- f) Have any charges of unlicensed activity ever been filed against you, regardless of outcome, with the licensing agency of any state? Yes No

- g) Are there any pending disciplinary actions against you? Yes No

 For Cashier's Use Only

App	\$50	587
Rereg	\$300	587
CRF	\$90/\$45	C13
Srv Fee	\$15.00	BCF

4. During the past 20 years have you every been convicted of a crime where there has not been an order annulling or expunging the conviction? Yes No
5. Are there any pending law suits, unpaid judgments, outstanding tax obligations or any other type involuntary liens against you? Yes No

FOR ANY 'YES' RESPONSE, PLEASE PROVIDE INFORMATION/DOCUMENTATION ON THE DATE, PLACE AND TYPE OF COMPLAINT, CHARGE, CONVICTION, OR DISCIPLINARY ACTION ON A SEPARATE SHEET OF PAPER AND ATTACH TO THIS REREGISTRATION.

I hereby certify that the statements and answers on this application and accompanying document(s) are true and correct. I understand that any statement false or untrue, or any material misstatement of fact shall constitute grounds for refusal or subsequent revocation of registration.

DATE

SIGNATURE OF SCHOOL PRINCIPAL

PRINT NAME OF SCHOOL PRINCIPAL

REAL ESTATE COMMISSION PRELICENSING COURSE LOG

SCHOOL: _____

SCHOOL CODE: _____

Any changes/cancellations must be reported in writing to the Commission immediately.

FIRST CLASS DATE	LAST CLASS DATE	BROKER (B) SALES (S)	EVENING(E) DAY (D)	EXPECTED ENROLLMENT	PHYSICAL ADDRESS (St. Address, Bldg., Room no.)	CITY	ISLAND	INSTRUCTOR

PRINCIPAL'S NAME: _____

PRINCIPAL'S SIGNATURE: _____

DATE: _____

CERTIFICATION OF PRINCIPAL OF PRIVATE TRADE, VOCATIONAL OR TECHNICAL SCHOOL

I, _____, whose residence address is
_____, certify that I have the necessary
requirements to act in the capacity of principal of _____.

I shall be responsible for the following:

- a. Compliance with the Real Estate Commission's ("Commission") rules relating to real estate precicensing schools.
- b. Providing reports and information as may be required by the Commission.
- c. Informing the Commission of changes in real estate school policies, programs, personnel, facilities, fees, calendar, and all other matters changing the status of the precicensing real estate school as originally registered.
- d. Advertising by the precicensing real estate school.
- e. Directing and supervising the staff and instructors of the precicensing real estate school.
- f. Assuring that the room in which each course is given complies with county building department, county fire department and state health department requirements at the time the course is given.

The above statements made by me are true, complete and correct to the best of my knowledge and belief and are made in good faith. My qualifications to serve as principal are confirmed by the owner of the precicensing real estate school or an authorized agent of the precicensing real estate school.

Principal's Signature

Confirmed:

Owner or Agent's Signature